

**WESTFORD PERMANENT SCHOOL BUILDING COMMITTEE
MEETING MINUTES**

May 4, 2006

Members Present: S. Brierley, A. Harkness, R. Jefferies, K. Morgan, M. Mulligan, G. Murray, K. Ware

Also Present: K. Thompson, E. Quinlan (Quinlan & Sadowski)

The meeting was called to order at 7:42 P.M.

LEGEND

Italics = prior meeting(s)

Bold = this meeting

NOTE: For the purpose of clarity much of the discussions from prior meetings have been omitted. Please refer to the Minutes of the August 18, 2005 and April 6, 2006 meetings for a comprehensive history of prior discussions.

I. INVOICES

CARL J. CINCOTTA, JR. –

Miller School - A **Motion** was made by G. Murray seconded by K. Ware and passed unanimously, to approve payment of Invoice No. 7, dated 4/25/06, in the amount of \$1,900.00 for balance of remaining contract, infrared extra 10 feet of street and replace curb.

R.L. LeGACY & Son, INC. -

Stony Brook School - A **Motion** was made by K. Ware seconded by R. Jefferies and passed unanimously, to approve payment of an invoice, dated 4/12/06, in the revised amount of \$19,050.00 for High Jump gravel and paving and Long Jump gravel and paving. (Track repair costs deducted).

WESTFORD PUBLIC SCHOOLS FOOD SERVICES -

Stony Brook School - A **Motion** was made by G. Murray seconded by K. Ware and passed unanimously, to approve payment of an invoice, dated 5/3/06, in the amount of \$28.00 for miscellaneous meeting expenses.

OTHER PAYMENTS:

CAROL MORGAN - A **Motion** was made by G. Murray seconded by K. Ware and passed by a vote of five (5) in favor with one (1) abstention, to approve payment of Invoice #58, dated 4/25/06 in the amount of \$100.00 for secretarial services for typing the meeting minutes for April 6, 2006.

KATHY THOMPSON – A **Motion** was made by G. Murray seconded by K. Ware and passed unanimously, to approve payment of Invoice #5 dated 5/4/06, in the amount of \$556.20, for Administrative Assistant Services from April 3, 2006 through April 28, 2006.

II. MINUTES

A **Motion** was made by G. Murray seconded by K. Ware and passed unanimously, to approve the minutes of April 6, 2006 as submitted.

III. CRISAFULLI SCHOOL

No discussion

IV. MILLER SCHOOL

*M. Liu has reported that Cincotta will perform the infrared repairs during the April school vacation and will visit the site this week to observe the overall condition of the site. **M. Liu has confirmed that all of the remaining contract work has been completed.***

V. STONY BROOK

*K. Morgan reported that he had spoken to E. Quinlan on 4/3 and that E. Quinlan would attend tonight's' meeting. However, Mr. Quinlan is not in attendance. There was discussion regarding the types of documents that we should begin to assemble, including PSBC meeting minutes, Change Orders, Contractor's Payment Requisitions, Punch List, correspondence between PSBC and Town Counsel and between PSBC and Peabody Construction, correspondence related to testing and investigation of the rubber floor tiles, minutes of the 3.1 Conference on April 12, 2005. K. Morgan will speak to C. Franceschi (DRA) to advise that we will be requesting documents. **E. Quinlan (Quinlan & Sadowski) attended the meeting to update the committee. A Motion was made by G. Murray seconded by A. Harkness and passed unanimously, to go into Executive Session for the purpose of discussing legal strategy. A Motion was made by G. Murray seconded by A. Harkness and passed unanimously, to allow the attendance of Ed Quinlan and Kathy Thompson at Executive Session. A Motion was made by G. Murray seconded by K. Ware and passed unanimously, to return to Public Session.***

The Action Items List was reviewed.

*R. Jefferies reported that he had spoken to N. Reed, who agreed to reduce the scope to services to Conceptual design (s) and preliminary construction cost estimates, for a revised proposed fee of \$7,540.00. After discussion it was agreed that upon receipt of a written proposal K. Morgan would authorize work to proceed to an amount not to exceed \$5,000.00. **K. Morgan reported that he has received, via R. Jefferies, a revised proposal in the amount of \$8,900.00 to provide preliminary design work for alternatives to the plaza entrances. K. Morgan has given a limited Notice to Proceed to N. Reed for an amount not to exceed \$5,000.00 per the vote taken at the prior meeting. A Motion was made by K. ware, seconded by M. Mulligan and passed unanimously to authorize Nick Reed to provide preliminary design work for alternatives to the plaza entrances for an amount not to exceed \$8,900.00.***

*K. Morgan asked for volunteers to form a subcommittee to review Change Orders, etc. related to the exterior and site work in order to complete the E&O process. T. Ellis and G. Murray will act as a subcommittee to review all exterior work changes from an E&O perspective. T. Ellis and G. Murray will begin their review before the next meeting. **Status unchanged. G. Murray will request the marked up plans from T. Ellis.***

T. Ellis reported on his site visit with a representative from Laughton's. There are some trees that are dying and will be removed and there are several trees that will be transplanted to locations that are better suited. K. Thompson reported a conversation with Laughton's. Spreading of the compost and seeding will be done in the fall. T. Ellis reported that the agreed upon transplanting of several trees will

be done in the fall. Status unchanged. K. Thompson will speak to T. Ellis. T. Ellis reported that the tree replacements and relocations have not yet happened. He will speak with Laughton's to schedule this work in the spring. Status unchanged.

The issue of the improperly located fence between the basketball and tennis courts has not been resolved, pending completion of the close out procedure with Peabody. Fences Unlimited, PCCI subcontractor, has sent a letter to PCCI requesting the balance of the monies owed to them by PCCI. This item is on the Punch List. G. Brackett has advised, in writing, that he will pursue this item with the bonding company. Status unchanged.

*K. Morgan reported that he received a telephone call from R. Conley, who reported that the track has been damaged by last year's construction. LeGacy has been informed and will be responsible for repairs. LeGacy will install the binder for the new areas during April school vacation and the remaining finish work will be completed as soon as possible. **Cape & Island Tennis and Track has repaired the track at a cost of \$1,800.00. This amount was deducted from LeGacy's invoice. R. Conley advised K. Morgan that Maine Tennis & Track would complete the work for the High jump and Long Jump during the summer when school is not in session.***

VI. OTHER

*There was general discussion regarding apportioning the cost of preparing audit related material for the Crisafulli and Miller Schools. K. Thompson has completed compilation of the documents for Crisafulli, however there are unfinished items for Miller related to Christy Lane. Discussion followed as to whether it is prudent to also complete and submit the documents for Miller anyway. K. Thompson discussed the situation with S. Marchand, Finance Director and it was her recommendation to submit the documents for Crisafulli and Miller together. At this time K. Thompson is spending her time dealing solely with issues surrounding the Stony Brook School. **After discussion it was the consensus of the committee to proceed to submit the documents for the Miller School at this time, without waiting for the completion of the program of testing the abutters' wells.***

The next meeting is scheduled for Thursday, June 1, 2006, at 7:30 P.M. at the Central Office.

The meeting was adjourned at 9:00 P.M.

Respectfully submitted,

Steven Brierley, Secretary

Minutes approved _____ by a vote of _____

Signed _____